



STATE OF MAINE
COMMISSION ON GOVERNMENTAL ETHICS
AND ELECTION PRACTICES
135 STATE HOUSE STATION
AUGUSTA, MAINE
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ADVICE ON REPORTING COMPLETE CONTRIBUTOR INFORMATION

During the current campaign reporting cycle, the staff of the *Commission on Governmental Ethics and Election Practices* noticed that some campaigns are not reporting all of the required information regarding contributors.

The Election Law requires candidates to report the address of every contributor giving more than \$50 for the reporting period. It also requires you to report the employer and occupation for every individual who gives more than \$50 to the campaign.

For more information, the Commission's *2006 Candidate's Guide* includes advice on specific reporting requirements regarding contributions made to political campaigns, and the Commission staff closely monitors contribution transactions for compliance with the Election Law and implementing regulations.

The *Guide* states that "Your campaign treasurer is required to keep a detailed and exact account of the name and address of every person making a contribution of more than \$10, and the date and amount of the contribution. For contributions greater than \$50, your treasurer is required to keep a record of the occupation and employer of the contributor (emphasis supplied). You and your treasurer are required to make a good-faith effort to obtain the contributor's employment information.... (Emphasis supplied)". Please see pages 79 and 83 of the guide.

Please make a reasonable effort to ask the contributor for the information. Campaigns reporting complete contributor information request this information (address, occupation and employer) when soliciting contributions. If the contributor does not respond or does not provide it to you, please enter "Information Requested" on Schedule A and A-1 of the reporting form.

The Commission staff encourages all candidates to maintain and report the required information as comprehensively as possible. If you have any questions concerning the rules for reporting contributions, please call the Commission staff at (207) 287-4179 for assistance. Thank you.